

## CITY OF EASTVALE



### OFFICE ASSISTANT (Part-time)

#### **DEFINITION**

Under general supervision of the City Clerk, to perform routine administrative duties in support of the City Clerk's Office and other City departments; to perform data entry and basic record keeping duties; and to perform other related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Director, City Manager, or City Manager designee.

#### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

1. Assists in the performance of routine administrative and office support functions in support of departmental operations.
2. Prepares memos, letters, and reports from specific instruction; performs data entry into various logs and spreadsheets.
3. Processes and maintains various files and records, as assigned.
4. Assists in assembling information from a variety of sources; makes routine arithmetic calculations; assists in maintaining data files in spreadsheet and database formats; participates in the maintenance of department records.
5. Answers the telephone, and receive office visitors; provides a variety of routine information.
6. Inputs City documentation into the City's records management, community development or financial software.
7. Converts hard copy City documents into electronic files using the City's document imaging system.
8. Organizes and assigns electronic files and documents into the appropriate City database(s) using Adobe, Microsoft Word, and Microsoft Excel software.
9. Maintains office filing and storage systems while ensuring the integrity and organization.
10. Maintains confidentiality of City documents.

11. Distributes/files incoming mail and other correspondence.
12. Performs errands that assist daily functions, such as trips to the Post Office or office supply stores.
13. Sets-up and attends meetings; transcribes minutes for various boards and commissions of the City.
14. Assists staff with research, correspondence, faxes, and typing.
15. Cross-trains, and provides administrative support assistance in other functional areas as required based on work load and for coverage during staff absences.
16. Establishes positive working relationships with City staff and the general public.
17. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
18. Performs other related duties as assigned.

### **EXPERIENCE, TRAINING, AND LICENSE**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Qualifications:**

Graduation from high school or satisfactory equivalent; completion of college level related courses or completion of a related college degree is highly desirable. One year of general clerical experience; municipal experience is highly desirable.

#### **License/Certificate:**

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

Modern office practices, equipment and procedures; business correspondence, filing systems, and standard office operations; statistical and record keeping methods; operations, procedures, policies, and precedents of the City; records management methods and practices; personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software; customer service and customer relations practices and principles; English usage, spelling, grammar, and punctuation; principles and practices of sound business communications; safe work methods and safety regulations.

#### **Ability to:**

Perform a variety of routine administrative support work with speed and accuracy; keyboard at a minimum speed of 50 words per minute; operate a variety of office equipment including computers and applicable software at a basic level; perform assigned duties within established

guidelines; establish and maintain effective working relationships with all levels of management, employees, the public and others encountered in the course of work; understand and follow oral and written directions; work effectively with a small group or individually; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

### **SPECIAL REQUIREMENTS**

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands:**

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel by vehicle while conducting City business.

#### **Mental Demands:**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

### **WORKING CONDITIONS**

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and other related matters. These hours may include, but are not limited to: weekends, evenings and holidays. Occasional driving is required to attend special meetings at various City facilities, training sites, and public and private events.

### **FLSA STATUS**

This is a non-exempt classification.